Note: This report is a temporary standard report reflecting the current PS Report and Services Intake design. Intake is undergoing redesign for the March release and this report will be changed at that time to reflect the new design.
Design for Intake Monthly Stats

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2. Change History

Version	Date	Desc	Changed by		
0.1	4/30/03	Initial Version	S J Dodridge		
0.2	5/5/03	Changes to incorporate changes suggested by Mark Sarvela and Dan Wendt from BMCW.	S J Dodridge		
0.3	5/7/03	Incorporate changes requested by Dan Wendt from BMCW.	S J Dodridge		
0.4	5/14/03	After review by BMCW	S J Dodridge		
0.5	5/21/03	After meeting with bmcw on 5/19/03	S J Dodridge		
0.6	5/22/03	After discussions with Dan and Mark re: finding site spvr and manager	S J Dodridge		
0.7	5/28	Add Intake worker's location	S J Dodridge		
0.8	7/30	Change to way site spvr/wrkr is determined Add Site Worker's Supervisor.	S J Dodridge		
0.9	9/26/05	Add additional summary tab	M. Spooner		
1.0	12/15/05	Changes to comply with standards M. Emerick			

3. Scope

Provide design information for the BMCW Monthly Intake statistics report.

4. Functional Summary

• Get all PS and Services intakes where received date is in query month.

4.1 For PS Intakes

- A distinction should be made between:
 - 1. Intakes for which a case is created
 - 2. Intakes assigned to open case
 - 3. Intakes assigned to case that has been closed for less than or equal to 6 months.
 - 4. Intakes assigned to case that has been closed for less than 12 months but greater than 6 months.
 - 5. Intakes assigned to case that has been closed for greater than or equal to 12 months
 - 6. Intakes not assigned by end of query month
- For each intake, we must determine whether the intake 'goes to'(2):
 - 1. Initial Assessment
 - 2. Ongoing
 - 3. Safety Services
 - 4. Other

4.2 Services Intakes

- For each intake, we must determine whether the intake 'goes to'(2):
 - 1. Initial Assessment
 - 2. Ongoing
 - 3. Safety Services
 - 4. Other
- For each intake, we must determine the type of intake (3):
 - 1. Court Studies
 - 2. Inter/Intra Home study referrals
 - 3. Child Welfare/Other

4.3 Notes

- (1) CPS or Service intake. A CPS intake is stored in the CPS_REPORT table. A Service intake is stored in the REFERRAL table.
- (2) For this, we need to find the supervisor that the intake is assigned to. This may not be the first supervisor it's assigned to it may be assigned to Supervisor X, who reealises it should be dealt with by another site, so X assignes it to Supervisor Y. We then need to determine the program of Supervisor Y.
- (3) The type of intake is the field at the top of the Services Intake screen, labelled "Type". It's stored in column REFERRAL.REFRTYPE. See code desc, with ID Group = 'REFRTYPE'.

Figure 1. Summary

Run Date	Query Begin Date	Query End Date	County	PS Rpt Scr In	PS Rpt Scr Out	Sves Intk Scr In	Svcs Intk Scr Out

Figure 2. PS Report intake

PS/Service flag	Case Number	Intake received date	Intake ID	Range – Closed	Date Closed	Program When Referred	Screen-in Reason	Screen- out Reason	Screening Worker ID	Screening Worker Name

Worker County	Spvr screening referral	Screening Spvr Name	Date screened	Response Time	Referral Service (Program)	Site Assigned To	Date Assigned to Site	Spvr Asgnd to at Site	Asgnd Site Worker	Site Worker's Supervisor

Figure 3. Service intake

PS/Service flag	Case Number	Intake received date	Intake ID	Range – Closed	Date Closed	Program When Referred	Referral Type	Reason Accepted	Screening Worker ID	Screening Worker Name

Screening Worker County	Spvr screening referral	Screening Spvr Name	Date screened	Referral Service (Program)	Site Assigned To	Date Assigned to Site	Spvr Asgnd to at Site	Asgnd Site Worker	Site Worker's Supervisor

5. Parameters

5.1 Parameter Description

- 1) Jobname
- 2) Begin Date
- 3) End Date
- 4) County (scheduled runs = "all")
- 5) Run Type

Parameter	Columns	Length	Notes
Jobname	1 – 6	6	sm0200
Filler	7	1	66*27
Begin Date	8-15	8	MMDDYYYY
Filler	16	1	··**
End Date	17-24	8	MMDDYYYY
Filler	25	1	· · · · · · · · · · · · · · · · · · ·
County	26-28	3	To run all counties – "ALL" To run a specific county – provide county number – "040". Multiple county numbers allowed
Filler	29	1	··************************************
Run Type	30	1	r = Regular run o = On Demand run

5.2 Allowable Parm combinations

Type	County	Outputs
r	all	All County and individual county outputs for each of the 72 Counties and the
		"State" (cd_cnty = 76) County distributed to eWReports.
0	all	All County and individual county outputs for each of the 72 Counties and the
		"State" (cd_cnty = 76) distributed to on-demand report requestor.
0	{county #}	Individual county output distributed to on-demand report requestor.

6. Report Distribution

6.1 Batch Schedule

Scheduled and On-Demand.

Batch Cycle	Parm Values
Monthly	sm0200*MMDDYYYY*MMDDYYYY*all*O

6.2 Report Reference Data

Field			Values
id_resource			
tx_name	Intake Report - Summary	Intake Report - PS Report detail	Intake Report - Services Intake detail
	Provides a summary of those ps reports and services intakes screened in and screened out.	Provides detail on ps reports screened in and out of the system.	Provides detail on services intakes screened in and out of the system.
tx_short_name	sm0200-a	sm0200-b	sm0200-c
qt_display	6	6	6
cd_county	99	99	99
fl_restricted	N	N	N
fl_on_demand	Y	Y	Y
cd_frequency	M	M	M
cd_topic			

cd_topic comes from: (select * from code_desc where id_grp = 'WRTOPICS')

6.3 Outputs

The following outputs will be used for this report. A description is provided below:

Program Execution Sequence						
Seq	Program Name	Parameters	Dependency	Output	Distribute	
1	r-sm0200-intake-report	sm0200-r-parm	None	sm0200-r-{datetimestamp}.log	N	
				sm0200-a-intake-smry -All.csv	Y	
				sm0200-a-intake-smry -{county}.csv	Y	
				sm0200-b-intake-ps- All.csv	Y	
				sm0200-b-intake-ps-{county}.csv	Y	
				sm0200-c-intake -svcs-All.csv	Y	
				sm0200-c-intake -svcs-{county}.csv	Y	

6.3.1 All County Report(s)

All County reports are created for regular (scheduled) runs of the report as well as for On-Demand runs when "All" is designated in the County parameter. For the regular monthly batch runs, a VB macro will be run to combine the sm0200-a, sm0200-b, and sm0200-c into 3 spreadsheets on one output (.csv) file. When the report is requested on demand, these reports will be outputted in 3 separate (.csv) files.

6.3.2 Individual County Report(s)

Individual county reports are created for regular (scheduled) runs of the report as well as On Demand requests when a county code is designated in the county parameter. For the regular monthly batch runs, a VB macro will be run to combine the sm0200-a, sm0200-b, and sm0200-c into 3 spreadsheets on one output (.csv) file. When the report is requested on demand, these reports will be outputted in 3 separate (.csv) files.

7. Detailed Design

The report is to give site, supervisor, case manager, intake received date, screen-in date, site sent to, supervisor assigned to, case information. See Figures 1, 2, and 3.

- For PS intakes, we get the CPS REPORT record where the date received is in the query month.
- For Service intakes, we get the REFERRAL record where the date received is in the query month.

7.1 Summary Tab

The Summary tab displays the number of PS Reports and Services Intakes screened and screened out by county.

7.1.1 Run Date

Database column: System date report is run.

Retrieval: N/A

7.1.2 Query Begin Date

Database column: N/A

Retrieval: N/A

7.1.3 Query End Date

Database column: N/A

Retrieval: N/A

7.1.4 County

Database column: WORKER.CD_DEPT_UNIT

Retrieval: This is the county of the screening worker retrieved in *Screening Worker ID*.

Use code desc fncl, ID GRP = 'LLORGCD'.

7.1.5 PS Rpt Scr In

Database column: N/A

Retrieval: Calculate number of cps reports screened in during the query period.

7.1.6 PS Rpt Scr Out

Database column: N/A

Retrieval: Calculate number of cps reports screened out during the query period.

7.1.7 Svcs Intk Scr In

Database column: N/A

Retrieval: Calculate number of services intakes screened in during the query period.

7.1.8 Svcs Intk Scr Out

Database column: N/A

Retrieval: Calculate number of services intakes screened out during the query period.

7.2 PS/Services Tabs

The PS and Services tab displays the number detailed intake information.

7.2.1 Case Number

PS/Services Intake: Both

Database column: CPS REPORT.ID CASE

REFERRAL.ID CASE

Retrieval: The primary key of the case table. Stored directly on both the CPS REPORT and

REFERRAL tables.

7.2.2 Intake rec'd Date

PS/Services Intake: Both

Database column: CPS_REPORT.DT_RFRD

 $REFERRAL.DT_RFRL$

Retrieval: Fetch all intakes where received date is in the query month.

7.2.3 Intake ID

PS/Services Intake: Both

Database column: CPS REPORT.ID CPS

REFERRAL.ID_RFRL

Retrieval: The primary key of the intake record.

7.2.4 Range-Closed

PS/Services Intake: Both

Database column: N/A

Retrieval: This field indicates whether a case was created for the intake; the intake was attached to

an open case; the intake was attached to a closed case. If intake was attached to a closed

case, the field shows how long the e case was closed for; the Oracle function

MONTHS BETWEEN is used for this calculation.

Value of	Condition	
Range- Closed		
No Case	At time the report run, Intake not attached to a case,	
Name On an	i.e. cps_report.id_case is NULL.	
New Open	At time the report run, Intake attached to a case.	
	Case was opened on same day, or later, that intake received. Also, Case had not been open before.	
	Note to programmer: look at case closure to check whether case had been opened before.	
	Note (2): Report 18 doesn't update this field for screened-out intakes if there was at least one screened-in received in month. This report makes no such restriction.	
Open	At time the report run, Intake attached to a case.	
1	The case that the intake is attached to was open at the date the intake was received.	
0-6 Months	At time the report run, Intake attached to a case.	
	The case was closed at the date the intake was received.	
	The period between the report being closed and either	
	1) the case being opened again	
	end of query month, if case not open by the end of the query month was less than or equal	
	to 6 months.	
7-12 Months	At time the report run, Intake attached to a case.	
	The case was closed at the date the intake was received.	
	The period between the report being closed and either	
	1) the case being opened again	
	2) end of query month, if case not open by the end of the query month was greater than 6	
. 137	months and less than or equal to 12 months.	
> 1 Year	At time the report run, Intake attached to a case.	
	The case was closed at the date the intake was received.	
	The period between the report being closed and either	
	1) the case being opened again	
	end of query month, if case not open by the end of the query month was greater than 12 months.	

7.2.5 Date Closed

PS/Services Intake: Both

Database column: CASE_CLOSURE.DT_CASE_CLS

Retrieval: If the intake was attached to a closed case, this field is populated with the date the case

had been closed. You can't rely on the CASE_DT_CASE_CLS, because a case can open and close a number of times over it's life. Instead, use the CASE_CLOSURE table. To determine whether an intake is assigned to a case that was closed when the intake was

received, see the following example code:

Query 1)

SELECT ...

FROM "CASE" c

WHERE c.id case = [Case number]

AND c.dt case opn <= [Intake received date]

AND NVL(c.dt_case_cls, pin_recvd_date + 1) >= [Intake received date]

UNION

SELECT ...

FROM "CASE" c

```
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```

```
,case_closure cc
,approval a

WHERE c.id_case = cc.id_case

AND cc.[reason] <> Closing Disrupted

AND cc.dt_case_opn <= [Intake received date]

AND cc.dt_case_cls >= [Intake received date]

AND cc.id_case_cls IN

(SELECT id_wrk_type

FROM approval

WHERE [approval type = Case Closure]

AND [approval status = Approved]
);
```

If Query 1 returns a row, then we know for sure case was open, so "Date Closed" is NULL.

If it doesn't return a row, then either the intake was assigned to a new case, or assigned to a closed case. To find out if it was assigned to a closed case, use code such as:

Query 2)

Get the date of the last closure prior to intake received date:

```
SELECT ...

FROM "CASE" c
,case_closure cc
,approval a
WHERE c.id_case = cc.id_case
AND cc.[reason] <> Closing Disrupted
AND cc.dt_case_cls <= [Intake received date]
AND cc.id_case_cls IN
(SELECT id_wrk_type
FROM approval
WHERE [approval type = Case Closure]
AND [approval status = Approved]
);
```

If Ouery 2 returns a row, then the value returned is the "**Date Closed**".

If Query 2 does not return a row, then we know that the case the intake is assigned to was not <u>open</u> when the intake was received and also was not <u>closed</u> – therefore it must be a new case, created after the intake was received. "**Date Closed**" is **NULL**.

7.2.6 Program When Referred

PS/Services Intake: Both

Database column: CPS REPORT.CD SCRNIN

Retrieval: 1) If intake is attached to an existing case, this column contains the program that the case

was in when the intake was received. Use the primary worker to determine the program.

2) If the intake is attached to a closed case, this column contains the program that the case was in when it was closed. Use the primary worker to determine the program.

3) If a new case is created for the Intake, this column is left blank.

Condition	"Program When Referred" contains:
Intake is attached to an existing case	The program that the case was in when the intake was received. Use the primary worker to determine the program.
Intake is attached to a closed case	The program that the case was in when it was closed. Use the primary worker to determine the program.
A new case is created for the Intake	Column is left blank

7.2.7 Screen-in Reason

PS/Services Intake: PS only

Database column: CPS_REPORT.CD_SCRNIN

Retrieval: Use code_desc, with id_grp = 'SCRNIN'

7.2.8 Screen-out Reason

PS/Services Intake: PS only

Database column: CPS_REPORT.CD_SCRNOUT

Retrieval: Use code_desc, with id_grp = 'SCRNOUT'

7.2.9 Referral Type

PS/Services Intake: Services only

Database column: REFERRAL.cd_type

Retrieval: Type of referral. This is the field at the top of the Services Intake screen. Retrieval value

from code desc, where ID Group = 'REFRTYPE'.

7.2.10 Reason Accepted

PS/Services Intake: Services only

Database column: REFERRAL.CD_SPVR_RSN

Retrieval: This is the supervisor screen-in/out reason. On the Services Intake screen, see Basic tab,

Supervisor Decision section, Reason field. Retrieval value from code_desc, where ID

Group = 'RSNTACPT'.

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7.2.11 Screening Worker ID

PS/Services Intake: Both

Database column: CPS REPORT.ID CR

REFERRAL.ID_PRSN_WRKR

Retrieval: The screening worker (i.e. intake worker) is the creator of the cps_report record.

7.2.12 Screening Worker Name

PS/Services Intake: Both

Database column: PERSON.NM_LST, PERSON.NM_FRST

Retrieval: The screening worker (i.e. intake worker) is the creator of the cps_report or services

intake record. Get name from PERSON table, using the ID retrieved as described in

Screening Worker ID.

cps_report.id_up = person.id_prsn OR referral.id_up = person.id_prsn

7.2.13 Worker County

PS/Services Intake: Both

Database column: WORKER.CD_DEPT_UNIT

Retrieval: This is the county of the screening worker retrieved in *Screening Worker ID*.

Use code_desc_fncl, ID group = 'LLORGCD'.

7.2.14 Supervisor Screening Referral

PS/Services Intake: Both

Database column: CPS REPORT.ID PRSN SPVR

REFERRAL.ID_PRSN_SPVR

Retrieval: The Intake supervisor who screened the intake.

7.2.15 Screening Supervisor Name

PS/Services Intake: Both

Database column: PERSON.NM_LST, PERSON.NM_FRST

Retrieval: The Intake supervisor who screened the intake.

Get name from PERSON table, using the ID retrieved as described in Supervisor

Screening Referral.

7.2.16 Date Screened

PS/Services Intake: Both

Database column: CPS REPORT.TS CPS ACPT

REFERRAL.TS_ACPT

Retrieval: The screen-in/out date. Neither of these dates are displayed on the screen. They're the

dates of the Supervisor Decision, entered on the screen.

7.2.17 Response Time

PS/Services Intake: PS only

Database column: CPS REPORT.CD RTM DSGNTN

Retrieval: Lookup table code desc static, ID group = 'RTMDSGNT'. This will only be populated

for intakes screened-in by the worker or supervisor.

7.2.18 Referral Service (Program)

PS/Services Intake: Both

Database column: ASSIGN CATEGORY.TX ASGN TYPE

Retrieval: This is the program that the intake 'ends up' in.

Get program from assign category table, which in turn is linked to an assignment. Use

the assignment record used to fetch case manager (see section Case Manager).

The example code in section Spvr Assigned to at Site shows how to query the assignment

table. The following shows how to link assignment to assign category:

SELECT ac.tx asgn type -- eg CPS Ongoing,

-- CPS Initial Assessment FROM assignment a

,assign_category ac

WHERE a.cd_asgn_ctgry = ac.cd_asgn_ctgry
AND a.cd_asgn_grp = ac.cd_asgn_grp
AND a.cd_asgn_role = ac.cd_asgn_role
AND a.cd_asgn_type = ac.cd_asgn_type

7.2.19 Site Assigned to

PS/Services Intake: Both

Database column: WORKER.CD DEPT UNIT

Retrieval: This is the site of the case manager that the intake is assigned to. See *Assigned Site*

Worker section. If there's no assigned site worker, use the site supervisor (Spvr Assigned

to at Site). Use code_desc_fncl, ID group = 'LLORGCD'.

7.2.20 **Date Assigned to Site**

PS/Services Intake: Both

ASSIGNMENT.DT STRT Database column:

Retrieval: This is the date the intake was assigned to the site case manager (Assigned Site Worker).

If no case manager is found, then use the date assigned to Spvr Assigned to at Site. See

Spyr Assigned to at Site to see how to get the required assignment record.

7.2.21 Spyr Assigned to Site

PS/Services Intake: Both

Database column: ASSIGNMENT.ID PRSN

PERSON.NM LST, NM FRST

Retrieval: This is the program supervisor assigned to process the intake. See appendix A for

background on the whole intake process.

eWisacwis assigns the intake to the screening intake supervisor.

The intake supervisor then assigns the case to him/herself and a site supervisor (usually IA). The site supervisor then assigns the case to a primary worker (usually IA).

The difficulty is that the intake may be assigned to several site supervisors before being assigned to a case manager (this may happen, for example, if it's unclear what site should deal with the intake). Further, the 'chain' of assignments may be broken, with another supervisor 'stepping in' to assign a primary worker to the case (this may happen, for example, is a supervisor takes time of sick).

So, to find the program the intake goes to, find the primary/secondary assignment five days after the intake supervisor assigns the intake to his/herself. NOTE: the start date of the assignment is not relevant – just that it's current at the end of five days. If there's more than one primary/secondary assignment, choose a primary above a secondary; if there's more than one primary, use the one with the latest assignment date (and similarly, use latest secondary assignment if there's no primary). Always reject Safety and Ongoing assignments unless there are no other assignments. The Assigned Site Worker is, then, this primary/secondary worker, and the Spyr Assigned to at Site is then the creator of this assignment.

If there's no primary/secondary assignment at this 'five day' point, set Assigned Site Worker to NULL. Look for a supervisor assignment at the 'five day' point. If there's more than one assignment found, use the one with the latest assignment date. The Spvr Assigned to at Site is then this supervisor. If there's no such assignment found, then assume the intake hasn't gone to a program yet. Set Spvr Assigned to at Site to NULL. Example code:

```
SELECT ...
FROM assignment
WHERE a.id grp lvl1 = [Case number]
AND TRUNC(a.dt strt) <= TRUNC([Intake received date]) + 5
AND
      ( a.dt end IS NULL
       OR TRUNC(a.dt end) >= TRUNC( [ Intake received date ] )
AND a.cd asgn etgry = 1
                              -- Case
```

7.2.22 Assigned Site Worker

PS/Services Intake: Both

Database column: ASSIGNMENT.ID PRSN

PERSON.NM_LST, NM_FRST

Retrieval: The case manager retrieved in *Spvr Assigned to at Site* is the Site Worker. He/she is the

primary/secondary worker current five days after the intake supervisor assigned the case to him/herself. When choosing the assignment to use, Safety/Ongoing assignments are only used if there are no other, and primaries are used in preference to secondaries.

7.2.23 Site Worker's Supervisor

PS/Services Intake: Both

Database column: WORKER.ID PRSN SPVR

PERSON.NM_LST, NM_FRST

Retrieval: This is the supervisor of the site worker, not the supervisor assigned to the case.

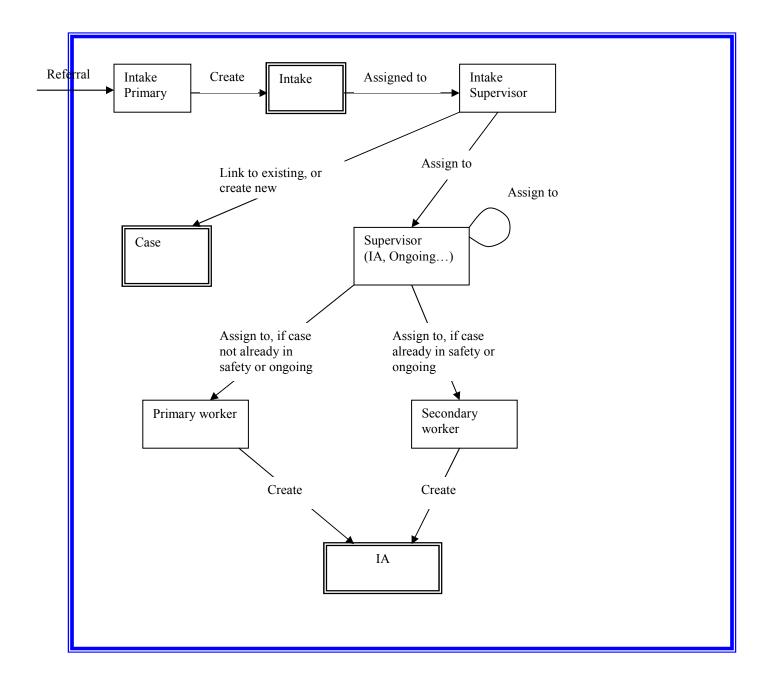
Get the worker id of <u>Assigned Site Worker</u>. The supervisor ID is then retrieved from the

WORKER table:

SELECT id_prsn_spvr FROM worker

WHERE id_prsn = [ID of Assigned Site Worker]

8. Appendix: Background on Intakes



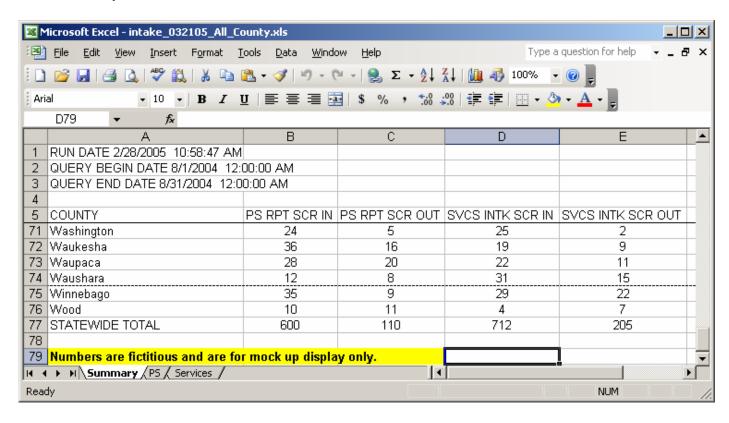
Design Doc: Monthly Stats, Intake

A referral is received by a worker. The referral is 'picked up' by an Intake primary. The primary creates the Intake (ps report/services report).

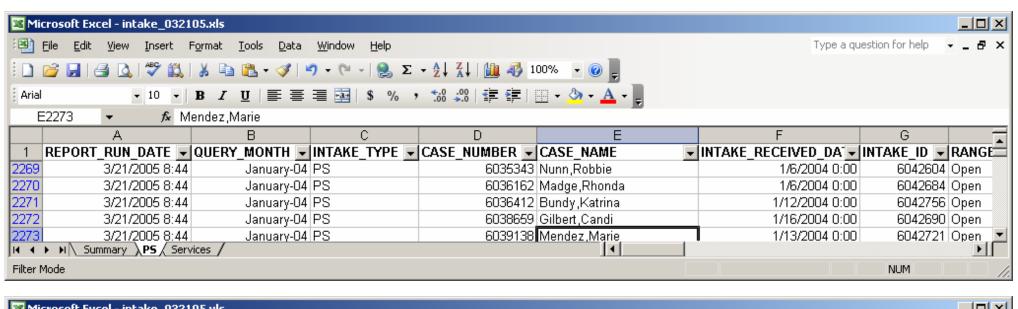
- 1) The primary worker assigns the intake to an intake supervisor.
- 2) The Intake supervisor screens in/out. If screen in, assigns it to an existing case or create a new case. Not sure how much info if any the Intake supervisor enters apart from the intake info.
- 3) The Intake supervisor then assigns the intake to another supervisor IA, Ongoing etc. at the appropriate site. It's possible that the assigned supervisor may re-assign it to somebody else e.g. maybe it was assigned to the wrong site.
- 4) Supervisor then assigns the intake to a worker; if case is in Ongoing or Safety, this worker shows as a secondary worker, else shows as a primary worker.
- 5) Primary/secondary worker then creates the IA.

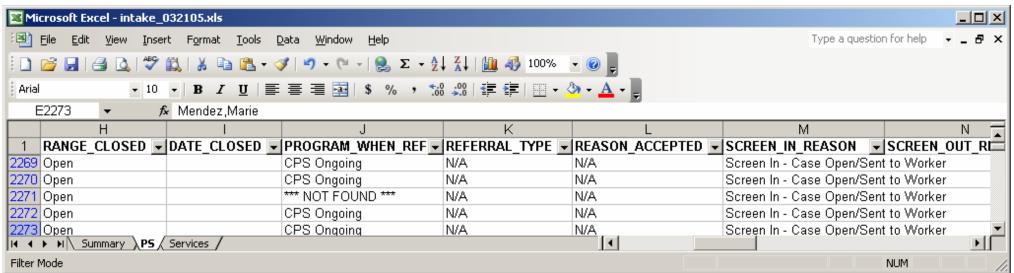
9. Report Examples

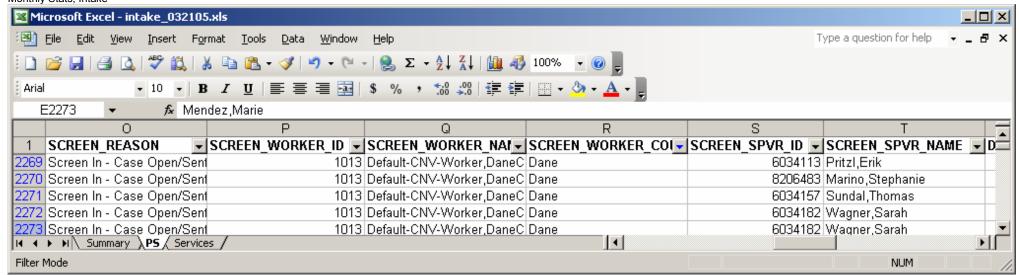
9.1 Summary Tab

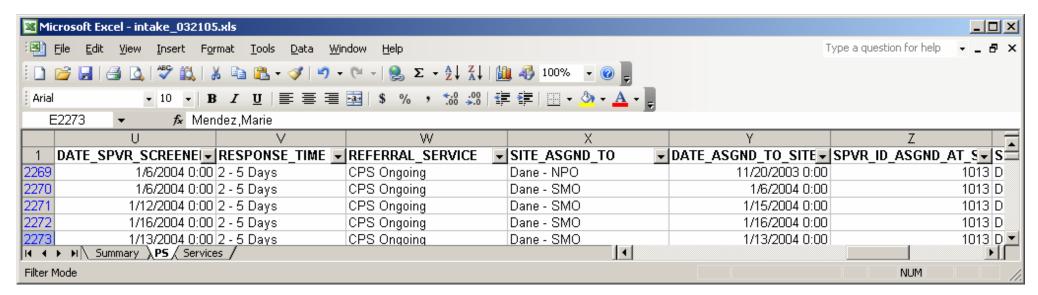


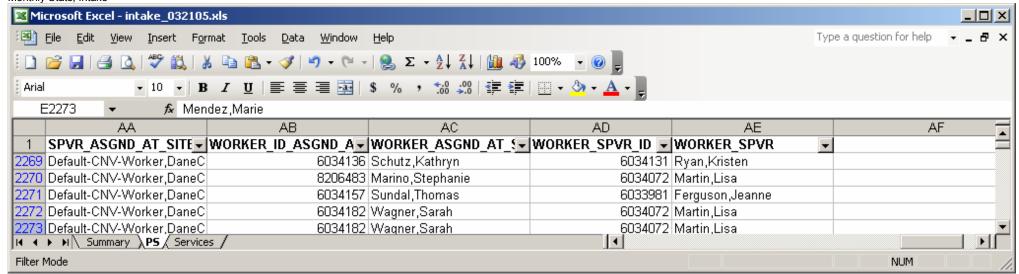
9.2 PS Tab











9.3 Services Tab

